THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

Title   Sign Language Interpreter

Title Codes:  
500179 Sign Language Interpreter I  
500180 Sign Language Interpreter II  
500235 Sign Language Interpreter III  
500236 Sign Language Interpreter IV  
Legacy System Code: 04840

Classifications:  
Job Family: Student Affairs  
Non-Competitive  
Non-Managerial

Attributes:  
All Levels are Part-Time  
No restriction on number of positions  
FLSA Status is Exempt

Date Issued  
May 18, 2010

General Duties and Responsibilities

Employees in this title provide various interpretation services for students who are deaf or hard of hearing. These employees facilitate communication between spoken and signed languages for and between deaf or hard of hearing students and faculty, staff and other students. Employees in this title interpret a broad range of content areas covered in the liberal arts, technical, and other curricula offered by the various CUNY colleges. Employees may perform other related duties, and on occasion may provide similar services to college employees. The following are typical assignments in the four levels of this title, and are conducted in spoken English and/or American Sign Language.

General Work Tasks

Level I

• Interprets from spoken language to signed or visual language; also interprets in the reverse direction.

• Interprets for one student in one communication modality; or more than one student and/or more than one modality if teaming with an interpreter at Level II.

• Interprets in one-to-one sessions such as instructor/student conferences, academic advisement, registration and admission activities, financial aid applications, and similar.

• Interprets in classroom settings that deal with predictable levels of subject matter complexity, e.g., orientation meetings, remedial courses, and a variety of basic or core courses.

• Interprets in group sessions such as laboratory and tutorial.

• Works effectively with a diverse and multicultural student body.

• Maintains confidentiality, ethical decision making, judicious billing practices, and
**Level II**

In addition to Level I qualifications, persons in Level II will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interprets alone in certain situations as deemed appropriate by supervisor.
- Interprets in classroom or academic settings that deal with more unpredictable levels of subject matter complexity or that require more interaction between student and instructor.
- Interprets in classroom settings for multiple students or varying language modalities.

**Level III**

In addition to Level II qualifications, persons in Level III will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interpret in classroom settings that deal with unpredictable levels of subject complexity, specialized or precise language, or frequent alternation of speakers and languages.
- Interprets in situations requiring inordinate complexity and precision of language such as senior levels of mathematics, upper branches of physical science, poetry or foreign languages etc.
- Works effectively as a member of collaborative teams with staff and administrators.
- Interprets in activities involving public platform communications such as college-wide assemblies, student presentations, guest speakers and performers, academic conferences, campus events of a cultural, business, and political nature, and the like.

**Level IV**

In addition to Level III qualifications, persons in Level IV will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Mentor and model professional standards in regards to skill and behavior; may assist in the screening of prospective interpreters.
- Provide training and mentoring to staff, other hourly interpreters and student interns.
- Interprets in situations requiring preparation of budgets, projections and financial reports.
**Qualification Requirements**

**Level I**

All persons must possess a high school diploma, or equivalent, and must have fluency in both English and American Sign Language.

**Level II**

All persons must meet the Qualification Requirements for Level I (above). In addition, all persons must possess an Associate’s degree, or equivalent credits, and have successfully completed a Basic Interpreter Training Program at a recognized institution, or have passed the Interpreter Examination administered by the New York State Vocational and Educational Services for Individuals with Disabilities or equivalent.

**Level III**

All persons must meet the requirements for Level II. In addition, all persons must be in possession of a certificate of proficiency issued by the National Registry of Interpreters for the Deaf (RID) (www.rid.org); or a certification of proficiency issued by the National Association of the Deaf (NAD) (www.nad.org).

**Level IV**

All persons must meet the requirements for Level III. In addition, all persons must possess a baccalaureate degree.

Persons at all levels will be placed in various work assignments depending upon the needs of services and their level of demonstrated competence. Persons who have attained the baccalaureate degree may be placed in work assignments of a more complex nature. CUNY reserves the right to screen all interpreters and place according to skill level. All employees are expected to be members of the National Registry Interpreters for the Deaf (RID); or the National Association of the Deaf (NAD) and to adhere to its Code of Professional Conduct. All persons must have successful completion of a criminal records and fingerprint background check through the New York State.

**Direct Lines of Promotion**

FROM: None  
TO: None